

## **Chapter 20**

### **International Student Guide**

#### **20.0--Introduction.**

Here is a **sample** of an international student guide that can be given to students coming to the U.S. for training. The information contained in this document is valuable and useful for the SAO, the student, and host country. The majority of the information is extracted from various guides and briefing materials used by different Offices of Defense Cooperation (ODC). We have taken the liberty to update and alter country specific data so that SAOs need only insert the information pertinent to their host country. To enhance this document, SAOs may wish to translate information into the country's language of choice.

#### **UNITED STATES OF AMERICA SECURITY ASSISTANCE TRAINING PROGRAM INTERNATIONAL STUDENT HANDBOOK**

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## **Introduction**

The Security Assistance Training Program (SATP) consists of U.S. military training assistance to eligible countries. It includes all training of international military and civilian personnel within the U.S. Department of Defense (DoD) in accordance with the Foreign Assistance Act (FAA) of 1961, as amended, and the Arms Export and Control Act (AECA), as amended. Congratulations on being selected to represent your country and going to the U.S. for training. Just being selected is a measure of how highly you are regarded within your country. You are about to embark on what we hope will be a very rewarding and interesting assignment. As one of your country's finest, you will be seen by many to be a representative or ambassador for your country. In fact, you may be the only person from your home country that many of the people you meet in the U.S. have ever seen. The impression you make will remain with your new friends for a long time. There are many things we would like you to know about and you will have many things to accomplish before you start your trip. The information provided in this pamphlet is designed to help you prepare for your visit and make your training more successful. Since you may be in the U.S. for a long time, it is prudent for you to prepare very carefully before your departure.

## **CHAPTER 1**

### **PREPARING FOR A TRIP TO THE U.S.**

#### **Essential Training Requirements**

Before you can start training in the U.S., you must be qualified to enter the training courses for which your country has requested programming. In some cases you will be required to provide a history of your training and what you have done in the past. In addition, with the exception of students attending the Inter-American Air Forces Academy (IAAFA), School of the Americas, and NAVSCIATTS, the course(s) you will be attending are taught only in English. Since your instructors will not speak your language, and there will be Americans in your class, you will need to speak and understand English very well before you take this training. To determine if you can meet this requirement you will be given an English Comprehension Level (ECL) test, and in some cases an Oral Proficiency Interview (OPI), before you depart for the U.S. These tests measure how well you speak English. If you require English language training, you will be programmed to attend English language training at the Defense Language Institute English Language Center (DLIELC) located at Lackland AFB, Texas. While you are there, you will add to your knowledge of English to enable you to understand the technical training you are scheduled to attend. If you do not require any English language training, you will go directly to your first training location.

#### **Basic Information**

Once it is determined you meet all the requirements to enter training, you will be provided complete class dates and training locations for your training in the U.S. If you are curious about what it will be like at your training location, you may come to this office for additional information. We will provide whatever brochures and information you may need about the locations in which you will receive training while in the U.S. It is important that you do not neglect your family while you are in training in the U.S. Before you depart, we suggest you get from us the address of your school(s) and the telephone number(s) where you can be reached and leave it with your family. Since it is expensive for your family to call the U.S., they can call us for any important messages and we will ensure that you receive the information.

#### **Travel Information**

Normally, you will fly from \_\_\_\_\_ to \_\_\_\_\_ or \_\_\_\_\_ to begin your trip. You will then continue on to a major American “hub” depending on the airline used. It could be New York City, New York; Atlanta, Georgia; Washington, DC; Los Angeles, California; Miami, Florida; Seattle, Washington; Dallas, Texas; Houston, Texas; or one of the other major cities in the U.S. You should plan to be at the airport in \_\_\_\_\_, two hours before take-off time. You should have the following documents with you:

- Passport with American Visa
- \_\_\_\_\_ military orders authorizing your travel
- Invitational Travel Order (ITO) issued by the SAO
- Your airline ticket
- International Certificate of Immunization
- U.S. money -- sufficient to cover at least the first 30 days (approximately \$50 cash and another \$500 in travelers checks)

During your travel to, and return from, the U.S., keep a detailed record of your travel, showing hour, date, and place of departure, method of travel, and hour, date, and place of arrival at the next point until your arrival at the school. You must have this information in order to ensure you are properly paid if the U.S. is paying you travel allowances. Upon being paid, you will be given a copy of the pay voucher. Save this and all other vouchers for your personal records.

### **Dependents**

Dependents accompanying or joining you must be authorized under item 12 on your Invitational Travel Order (ITO). In addition, each individual name and age must be listed under item 15. This will enable your dependents to be eligible for privileges such as identification (ID) cards, base exchange, commissary privileges, etc.

With the exception of certain specified courses, you **are not** encouraged to bring your dependents to the U.S. during your training period. The presence of dependents will not in any manner alter your status; and, in many instances, imposes an unnecessary burden on both you and the training installation. In addition, it detracts from your ability to put forth the time needed to successfully complete all training requirements. If you insist on bringing **dependents, it is at your expense**. Housing on base is normally not available. Off-base housing is normally expensive, scarce, and often not available. Therefore, we recommend you send for your dependents after you have obtained housing. Be advised, scheduled training report and start dates will not be changed to accommodate your travel with dependents. Medical expenses will normally be the responsibility of the student. Unless you have obtained medical insurance, cost for **medical care is very expensive**.

The only trainees encouraged to bring dependents to the U.S. are students scheduled to attend Professional Military Education, such as the Air War College and Air Command and Staff College. Please be advised, although you are encouraged to bring your dependents, their complete support while in the U.S. is your sole responsibility and you must pay all expenses. Therefore, you must be sure you and your family can exist on your allowances.

### **Living Allowance for Trainees**

The allowances you are paid by the U.S. while in a training status are dependent upon the program under which you are training in addition to the cost sharing agreement your country has chosen. Item 12.f. of your Invitational Travel Order (ITO) reflects what you are entitled. The following two options are available:

1. If your country elects to pay all living expenses, the U.S. will pay you no allowances.
2. If your country elects to cost share, the U.S. will pay you a small daily living allowance. You must understand that U.S. paid living allowances are considered a supplement to the allowances your government is paying you. It is not intended that U.S. paid living allowances be your only source of funds while in training as they are not sufficient to meet your daily needs.

### **Transportation and Travel Allowances for Trainees**

The cost of transportation and travel allowances you are provided by the U.S. while in a training status is dependent upon the program under which you are training in addition to the cost sharing

agreement your country has chosen. Item 12.g. of your ITO reflects what you are entitled to. The following options are available:

1. If your country elects to pay travel:
  - Either you or your government will purchase your airline ticket and pay for all travel expenses.
  - No baggage will be transported at USG expense.
2. If your country elects to cost share, you will get either all, or a portion, of the following:
  - The U.S. will pay you travel allowances when in a travel status.
  - The U.S. will fund your airline ticket and your SAO will provide you your airline ticket prior to your departure from your homeland.
  - The number of bags you are allowed to bring to the U.S. and return to country is limited. These limitations are listed on your ITO.
  - You must travel on an American carrier.

### **Baggage Allowances**

1. If you or your government is responsible for your transportation, you should contact the airlines in which you are booked to fly to obtain baggage limitations.
2. If the U.S. is paying your transportation, specific baggage limitations are established. **You will be responsible for paying any additional fees if you exceed the following limitations:**
  - Training less than 22 weeks in total duration: international student is authorized two pieces of baggage not to exceed 70 pounds (32 kilograms) each.
  - Training at least 22 weeks but less than 40 weeks in total duration: international student is authorized three pieces of baggage not to exceed 70 pounds (32 kilograms) each.
  - All training 40 weeks or longer in total duration: international student is authorized four pieces of luggage not to exceed 70 pounds (32 kilograms) each.
  - In addition to above allowances, international students attending Professional Military Education (PME), graduate, or post graduate programs (as provided by the SAO) with authorized accompanying dependents or international students attending flight training are authorized one additional piece of baggage not to exceed 70 pounds (32 kilograms) each.

NOTE: Some airlines are now limiting baggage weight to 50 pounds for CONUS travel; the charge for the 20-pound difference varies by airlines, but could be \$50 or more for each piece. To date, only two airlines (American & Northwest) have implemented a 50-pound limit. It is not known if other airlines will reduce their baggage weight authorization.

## **CHAPTER 2**

### **GETTING READY TO LEAVE FOR TRAINING IN THE U.S.**

You must obtain several documents before you are allowed to come to the U.S. for training. These documents include: passport with visa, International Certificate of Vaccinations/Immunizations which is current, a medical certificate, \_\_\_\_\_ military orders authorizing your travel, an Invitational Travel Order (ITO) which will be provided by this office, and an airline ticket which may, or may not, be issued by this office.

#### **Passports and Visas**

Your government is responsible for issuing necessary passports and for obtaining visas for entry into the U.S. In addition, your government should ensure passports and visas for you and your dependents are valid for your entire training period.

The U.S. visa is the authority to enter the U.S. during the valid period. It has no relation to the period of stay in the U.S. The Immigration and Naturalization Service (INS) official stamp, which you will receive when you enter the U.S., is the documentation that governs your status and that of your dependents in the U.S. If the INS stamp does not allow you and your dependents enough time to complete training, action should be taken by you to have the INS stamp date extended for you and your dependents. Visas for the U.S. are obtained through procedures prescribed by the Department of State. Visas should contain multiple entry provisions if you think you will be going out of the U.S. during your training period.

While in the U.S. you are responsible for finding out from your embassy if you need in-transit visas while en route back to your home country. When visas are required, you should forward passports and documentation your and your dependent(s) to your respective embassies. You should do this early enough so they can be processed and returned to you before you graduate from the last phase of your training.

#### **Medical Certification**

All students and any dependents must possess an International Certificate of Vaccinations/Immunizations which is current, in addition to a medical certificate. Before this office will provide an ITO, we must have a signed statement from a competent medical and dental authority stating that you have received a thorough physical examination within the three preceding months, including a chest X-ray and a screening for serologic evidence of Human Immunodeficiency Virus (HIV), and that you are free from communicable diseases. In addition, documentation will also show that you have received the required immunizations as prescribed by the U.S. Public Health Service, as approved by the World Health Organization (WHO). Medical certification is also required for authorized dependents that join you.

#### **Invitational Travel Order (ITO)**

All students training under the sponsorship of the Security Assistance Training Program must have an ITO as this recognizes the status of the trainee. The ITO is your control document for authorized training, conditions, and privileges. In addition, it is the basic document used for accounting purposes if the U.S. is paying you travel and living allowances. When we have



ensured that you meet all training prerequisites, we will issue you your ITO. At that time, you will be given the opportunity to verify that the information is correct.

The standard ITO, DD Form 2285 (Invitational Travel Order), for trainees is the only authorized document that will be used for trainees entering U.S. training under security assistance sponsorship and other programs as approved by the U.S. This form will neither be altered nor shortened.

A signed original of the ITO is considered by the training installation as the final authorization for your admission (as named on the ITO) into the courses listed in item 8 of the ITO. If you arrive at a training installation without a signed original, the training installation will notify their higher headquarters and you will not be entered into training until approval is received. We emphasize that you **must have** in your possession an original ITO, bearing an original signature. Certain U.S. commands and activities will not disburse your travel and living allowances (if you are entitled) unless you have the original ITO. The ITO is used for identification and provides your training itinerary, payment of entitlements, medical services, baggage limitation, etc. You must retain sufficient copies because it is the controlling document for your training and administration.

If it is determined that your ITO is lost, a copy of your ITO may be certified as an original by adding in item 15 the following certification: "I certify that my original ITO was lost and if the original is located later, no further claims will be submitted on the basis of recurrent copy of orders. If the original is located, it will be returned by direct mail to the appropriate MILDEP." You must sign this certification with name and rank listed in full.

You should carry a copy of the ITO with you at all times on your person, i.e. folded up in your wallet/purse. In addition, you should place one copy of the ITO and any amendments in each piece of your luggage. One copy should also be with your passport to show to Immigration/Custom officials to indicate the purpose of your travel. Remaining copies should be kept in your possessions, i.e. briefcase, etc.

### **Medical Records**

If available, take copies of your medical records with you. They may be helpful if you require treatment when medical qualifications must be confirmed prior to participating in training.

### **Travel Arrangements**

As previously stated, your flight arrangements are contingent upon the agreement made between your government and the U.S. If the U.S. pays travel, this office will provide you an airline ticket to your first training location. Travel will be by commercial air. Your U.S. training facility will arrange any additional travel within the U.S. and arrange for your return transportation home. Again, if the U.S. pays for travel, all flights will be on U.S. airlines via the most direct route. If you vary from these arrangements for personal reasons, it will be at your own expense.

### **Money**

If possible, you should have at least fifty dollars (\$50) in U.S. currency with you, or available to you, when you enter the U.S. You should also have enough money with you for thirty days of

living expenses in the U.S. Recommend this be no less than \$500 U.S. We strongly recommend you purchase traveler's checks that you can use anywhere in the world and for which money can be recouped if stolen or lost. If preferred, you may wish to have your money transferred to a bank in the U.S.

If you obtain traveler's checks, copy the numbers of the checks on a separate piece of paper, and keep this paper in a safe place, not with the checks themselves. WARNING: Do not carry large amounts of cash with you or leave cash in your room.

Dollars are used in America. One U.S. dollar is approximately equal to \_\_\_\_\_. U.S. currency can be found in denominations 1, 5, 10, 20, 50, and 100 dollar bills and 1, 5, 10, 25, and 50 cents. 100 cents equals one U.S. dollar.

## **Packing Your Bags**

### **Baggage Allowance**

Baggage Limitations: All airlines have a limit to the number of bags you can travel with. If the number of bags you take to the airport exceeds the amount authorized, you are subject to paying "excess" baggage allowances. Some airlines limit their baggage by size and weight while others limit their baggage by the number of pieces. See "Baggage Allowances" as listed in the previous chapter.

Baggage Identification: You are advised to pack each of your bags and mark each item of baggage with your initial training organization address. Also, one copy of your ITO should be placed in each piece of your baggage. These actions will help in the identification of your bags should they be misplaced en route. While you are traveling to the U.S., you should not put all copies of your ITOs in your baggage. After you put one copy in each piece of baggage, you should hand carry all other copies.

### **Carry on Baggage**

You should carry with you a small bag that you can carry onto the plane. In this bag you should carry your important papers (passport/visa, ITO, medical certificates, etc.), a change of clothes, any medication you may need, etc. It may be cooler at the transit location, so you should try to carry a jacket.

### **Other Bags**

The following items may be packed in baggage that is checked at the airport.

### Clothing

You will want to bring the proper clothing for your stay in the U.S. If you know you will be in the U.S. for a long time, you should bring extra clothing. The type of clothing you will need depends on the area of the country where you will reside and the time of year you will be there. We will be happy to assist you in determining what type of clothing you need for the various U.S. training locations. In some instances, trainees who are going for basic and improvement courses may have to take a Physical Training (PT) test and therefore should take athletic clothing with them.

### Uniform Requirement:

In the U.S., you may wear your uniform at any time, but it is the custom for military personnel to wear uniforms only at work or at school. **You will always attend training at U.S. installations in uniform.**

You will not be able to buy the uniforms of your country in the U.S. The sale of distinctive U.S. military uniforms and insignia to personnel of other countries is not permitted by U.S. military regulations. Installation commanders may extend to trainees the privilege of purchasing nondistinctive clothing for cash from U.S. military clothing sales stores. Nondistinctive clothing will be sold at a reasonable amount to comply with the requirements of the individual concerned.

For most areas of the U.S., it is recommended you bring two complete winter uniforms, four complete summer uniforms, a raincoat, and a winter topcoat or jacket. If you need work uniforms for your training, you should bring two work uniforms/basic daily uniforms (BDUs), and a pair of work shoes. You should bring other necessary items such as socks, underwear, hats, regular uniform shoes, and military insignia. If you have space in your baggage, you may bring a formal dress uniform if you wish. However, this is not mandatory unless you are attending a Professional Military Training course (e.g. War College, Command and Staff College, Squadron Officers School), or are advised otherwise. You will be able to buy socks, ties, shoes, and underwear in the U.S. military exchange, since these items are not considered distinctive uniform items.

### Civilian Clothing Requirement:

In the U.S. military personnel wear uniforms only during duty hours. Therefore, we suggest you take seasonal civilian clothing with you, including a suit coat or sports jacket and tie.

### **Insignia**

Spare insignia, branch pins, buttons, etc. should be carried with you. Apart from coming in handy if you lose one, these are also sought by collectors.

### **National Costume/Clothing**

In addition to a suit, daily and BDU uniforms, you may want to take something to wear that is common in your country. This can be worn on designated cultural days or events.

### **Eyeglasses**

If you wear prescription glasses, take an extra pair with you.

### **Souvenirs**

Take a few souvenirs, photos, or picture post cards to show or present to your American friends. They will be interested in learning about your country.

### **Medicine**

We suggest you take with you anti-diarrhea medicine, since you will undergo a change in diet and environment. Also, take any other medications you use on a regular basis and ensure you take a copy of the doctor's prescription, preferably written in English.

**International Driver's License**

If authorized, and you intend to drive a car, it is to your benefit to obtain an international driver's license before you depart your home country. This license is for temporary use and you may be required to obtain a state driver's license once you arrive in the U.S. You will not be able to drive your purchased or a rented vehicle unless you have automobile insurance. Requirements vary from state to state. Special authorization to drive must be contained in your ITO.

## **CHAPTER 3**

### **TRAVELING TO YOUR FIRST TRAINING LOCATION**

#### **Leaving from the Airport**

##### **Departure Tax**

Be sure to check that the airport departure tax is included in the price of your airline ticket. If not, you will have to pay the tax at the airport prior to leaving.

##### **Arrival at Airport**

Be sure to be at the airport no later than two hours before your flight is scheduled to depart.

##### **Baggage Inspection**

Be prepared to have your carry-on bag inspected before leaving.

Items such as firearms, knives, and narcotics are prohibited and cannot be taken aboard any aircraft. In addition, you may not bring fruits or meats into the U.S. However, canned foods are usually acceptable. Since the amount of baggage is limited, you would be wise not to bring inexpensive things that can be purchased in the U.S.

If you are required to take prescribed medicine, we recommend that you obtain a current certificate from a doctor identifying the medicine you are taking.

While you are traveling, any one of the flight attendants will be happy to answer any questions you may have regarding your flight or any documents you may need to complete before landing at either a stop over en route or at the Port of Entry (POE) in the U.S.

#### **Arriving in the U.S.**

##### **Port of Entry (POE)**

##### Customs

Most students will enter the U.S. at one of the main ports of entry (New York City, New York; Atlanta, Georgia; Washington DC; Los Angeles, California; Miami, Florida; Seattle, Washington; Dallas, Texas; Houston, Texas; or one of the other major cities in the U.S.). You will then continue to the nearest airport to your training location. When you arrive at the POE you will be required to go through customs.

You will be expected to fill out a U.S. Customs Declaration Form showing expensive items such as gold, cameras, liquor, etc. you may be carrying prior to arriving at international destinations. You may take gifts, but the total value must not exceed the U.S. Customs allowance. For anything over the allowance, you must pay the appropriate customs tax. If you receive the blank Customs Declaration Form before your plane lands in the U.S., you can fill it out on the plane. Doing this will make your processing through customs faster.

All of your baggage will be inspected upon arrival.

If all or part of your luggage is lost in transit, report this to the Customs officials upon your

arrival. As soon as you finish with Customs, go to the desk in the airport for the airline on which you arrived and report the missing baggage to the airline officials. When your baggage is found, it will have to be inspected by Customs officials before you can take possession of it.

#### Health Inspector

Health officials are also located at points of entry into the U.S. For health inspection, you and your dependents must show the International Certificate of Immunization.

#### Immigration

Immigration officials will stamp the passport and/or ITO and issue you an entry permit.

#### Alien Registration

Foreign military trainees in the U.S. on valid ITOs are not required to register as alien residents of the U.S. Therefore, you are exempt from the provisions pertaining to registration, fingerprinting, and reporting of address. This does not apply if your status changes and you are no longer pursuing the training prescribed on your ITOs.

### **Arriving at the First Training Installation**

#### **General Instructions**

It is important that you comply with the report date as shown under item 8a(8) of your ITO. Reporting earlier, or later, than the report date causes administrative problems at the training installation. This could result in you being denied admission into training.

Upon arrival at the airport, rail, or bus station, you will usually be met by a representative of the installation at which you will be training. In those instances where the U.S. Government is not providing travel, it is very important that your flight and arrival information is provided to this office three weeks prior to your departure. Upon receipt, we will notify your first training location and the appropriate MILDEP. If you are not met, you should call the training installation International Military Student Officer (IMSO) or duty officer for assistance.

If your travel is being paid by the U.S. Government and you take a taxi to your training location, you should request a receipt from the taxi driver. This will be used when filing the final travel voucher.

#### **Special Instructions for Reporting for Training At DLIELC**

When you arrive at the airport in San Antonio, Texas, you will not be met by any representative from the Defense English Language Institute (DLI). However, there is a military reception desk in the airport terminal. This desk is open 24 hours a day and you should report to this desk once you have collected all of your baggage and personal belongings. When you get to this desk, you should request transportation to DLI. The base is approximately a 20 minute drive from the airport and you may be sharing a vehicle with other authorized personnel. You will be taken to the appropriate office for in processing where you will provide a copy of your ITO and be given further instructions.

## **CHAPTER 4 ASSISTANCE**

### **International Military Student Officer (IMSO)**

One of the first people you will meet at your training location is the International Military Student Officer, fondly known as the “IMSO.” The IMSO will in process you and give you a briefing soon after your arrival. This briefing will ensure all elements of concern to you are covered in the briefing. As a minimum, the briefing will include the following:

1. IMSO -- Duties and functions
2. Policy and Regulations -- Privileges, restrictions, conduct, appearance, and grooming; medical and dental care; identification cards
3. Legal Status -- Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and penalties for abuse; passports and visas
4. Administrative -- Review ITO governing document; officers in enlisted courses; elimination from training for cause; meeting schedules and appointments; clothing and equipment; release and shipment of instructional material, course objectives and activities
5. Conduct and Personal Appearance -- Grooming standards; cleanliness; morale problems; military discipline and courtesies; drug and alcohol
6. Student and Instructor Relationship – Male, female, officer, enlisted, civilian, minority instructors
7. Travel – Arrangements, accommodations, baggage allowance, delay en route, travel scenarios
8. Power-Driven Vehicles -- Purchase; registration; insurance; operation; travel; laws
9. Living Allowances -- Authorized amount; payment schedule, if appropriate
10. Dependents -- authorization; housing; cost of living
11. Currency -- Monetary exchange; banking
12. Mail -- Postal facilities; official and personal mail
13. USG Quarters -- Occupancy, duration; housekeeping; custodial fees
14. Firearms -- Purchase; possession; transportation

Remember, the IMSO is an important person who is available to assist you with any problem you may encounter while in training

### **Country Liaison Officer (CLO)**

Although there are very few, Country Liaison Officers (CLO) are assigned to assist with the administrative details for trainees from the CLO’s country who are in training in the U.S. CLOs will not be assigned duties that will interfere with their responsibilities to the Security Assistance Training Program. Specifically, CLOs will:

1. Be the contact between the IMSO and the trainees they represent
2. Ensure trainees adhere to appropriate regulations
3. Assist in correcting problems associated with dress, personal appearance, grooming standards and trainee indebtedness
4. Be responsible for whatever action is necessary in connection with breaches of discipline involving trainees

5. Assist in routine inspections of trainees and quarters
6. Act as nonvoting members of a academic or administrative board
7. Assist in administrative reports as required by their governments
8. Advise the International Military Student Officer of any national holidays, customs, and traditions that should be recognized
9. Make routine administrative reports as required by the government
10. Assist in the orientation of trainees



## **CHAPTER 5**

### **STUDYING THE ENGLISH LANGUAGE**

For those students who will be going to study English at the Defense Language Institute English Language Center (DLIELC) in San Antonio, Texas, the following information may be useful:

Classes and laboratories at DLIELC normally begin at 0730 hours and end at 1440 hours Monday through Friday. This consists of academic training in a classroom and formal instruction in a language laboratory. There are usually eight to ten students in each class. This small number of students permits each student to speak more often. A language learning center is also available after class to all students training at DLIELC. Operational hours are from 1430 hours to 2030 hours Monday through Friday and 1230 hours to 1830 hours on Saturday. The center is manned by DLIELC language experts, and students can go to the center when they desire to improve their speaking and language skills.

Periodically, you will be scheduled to participate in academic tours to places of interest in the local area as part of your regular class. You will have no classes on Saturday, Sunday, or U.S. Government legal holidays. When you do not have scheduled classes, labs, or appointments, you may spend your free time studying, relaxing in your dormitory, using the many recreational facilities on the base, or visiting the city.

You are expected to attend all classes, including trips or tours that may be scheduled during normal duty hours. Any time you are absent from class for any reason, your absence will be reported to the Student Group Commander. The only time you may be excused from class is for authorized sick call, bed rest, or for a military appointment. Unauthorized absence from class is a very serious offense that is subject to disciplinary action.

Students from each country are permitted to have two official holidays each year other than the U.S. Government designated legal holidays. The two days may be for religious days, National Independence Day, etc. However, the CLO or senior student from each country must receive approval from the Deputy Commandant of the English Language Center (ELC) for each special holiday.

The instructors and the ELC staff are available at all times to help students with study and personal problems. The best instructor cannot teach without the cooperation of the student. You will have to try very hard to learn well. You were selected to go to the U.S. because your superiors knew you would be able to complete the training successfully. They are depending on you to do the job, and they expect you to bring honor to your nation and its Armed Forces.

The following suggestions may help you learn English more quickly:

1. Be eager to learn all you can.
2. Stay alert. Get plenty of rest to avoid going to class tired.
3. Be prepared. Study your lesson each evening so you can better understand the instructor.
4. Speak English and try to think in English. Avoid speaking your native language as much as possible. Use what you have learned in the classroom.

5. Correct yourself. Ask others to do the same, and don't feel embarrassed about your mistakes. Find out the reason for your errors and correct them.
6. If you need extra help, ask for it. Your instructor will be glad to help you.
7. Do not become discouraged. Thousands of students like yourself have completed the program successfully. You will too.
8. Try to speak English as much as possible before going to the U.S. for training.
9. Establish regular study habits by setting aside a certain amount of time at a scheduled time to study. Don't be afraid to ask to study with another classmate or to tell someone you need time to study rather than go somewhere with them.

You should be eager to learn English and you should try to speak English at all times. If you speak English only while you are in class, you will not learn quickly enough. You should always speak English to other students, even to people who speak your own language. This practice will greatly help you in furthering your training.

You will have many chances to learn English when you are not in class or lab. You should listen to the speech of your instructors and your new friends in the U.S. You should try to understand all you hear on television, on the radio, in the movies, in stores, and in town. You will find most of the people friendly and helpful. They may even try to speak your own language with you. Many people in San Antonio speak other languages with Spanish predominating as the second language.

It is important that you finish your English language training in the scheduled number of weeks. There are many reasons.

1. Your government needs you at home to perform the duties for which you will be trained in the U.S.
2. Training centers in the U.S. are holding a position for you in the next course.
3. You are expected to arrive at your next training base before your next course begins.
4. Other students, perhaps from your country are scheduled to arrive at the English Language Center the same week you are scheduled to leave.
5. The system of the Defense Language Institute is to allow a certain amount of time for each type of training.
6. Students must progress within the program, or they may be eliminated from training.

All of these reasons put a serious responsibility on you to do your best to receive the maximum benefit from your training in the U.S. The more you learn, the more you will help yourself and your country.

## **CHAPTER 6**

### **LIVING IN THE U.S.**

#### **Housing/Quarters and Subsistence**

You are provided quarters and subsistence in USG facilities **when available**. **There is no guarantee that housing will be available**. The commander of the U.S. installation concerned will endorse ITOs to indicate that USG quarters and subsistence are, or are not, available. To be consistent and to avoid possible embarrassment, guidance applicable to U.S. personnel will be applied, insofar as possible, to you. When quarters are provided, they should be of comparable standard to those provided U.S. personnel of comparable rank.

#### **Quarters**

Quarters are defined as “provided” if assigned to enlisted trainees or if made available to officers and civilian trainees, including periods of hospitalization. In all cases, government quarters should be used where available. The fact that a trainee is accompanied by dependents has no bearing in determining the availability of quarters for the trainee. USG family housing is not normally available and, if available, it is not guaranteed. We discourage you from bringing your families while in training. In those cases where your family accompanies or later joins you, the following policy will apply:

1. In those limited instances where trainees with dependents are given on-base housing, they will be required to pay the same rent and fees required of their equivalent U.S. counterpart. A monthly rental fee will be required.
2. **When USG quarters are not available, trainees will be responsible for obtaining their own housing.**

If available, officer and civilian trainees will be housed in unaccompanied officer quarters, also known as BOQ (Bachelor Officer Quarters). You will be required to pay custodial fees in the same amount charged and on the same payment schedule as your equivalent U.S. counterparts.

Enlisted trainees occupying unaccompanied enlisted quarters will also be required to pay custodial fees in the same amount charged and on the same payment schedule as equivalent U.S. counterparts.

Most military quarters have washing machines, dryers, and lounges.

When USG quarters are not available, students will be required to make their own living arrangements, off base.

#### **Subsistence**

Trainees are responsible for paying food costs or have a valid meal card. Trainees will pay for meals taken in USG dining facilities at the prescribed rate. Meals taken in other food service facilities will be paid by the trainee at the menu rate. Specific information will be provided by the installation IMSO. Food costs are not included in course tuition.

### **Expenses While in Training**

If the USG is paying you living allowances it is important that you become familiar with the following. Please discuss current procedures with the IMSO at the base at which you are attending training.

1. Every two weeks take a copy of your ITO to the Finance Office on each base to collect your living allowance. This money should be used to pay for your housing costs (BOQ fees, custodial fees), toothpaste, shaving cream, etc. If you have not paid your housing bill by the end of your training, the Finance Officer is authorized to deduct the amount of your bill from your full entitlement.
2. Be sure to keep all receipts and statements regarding availability of facilities, messing, billeting, etc. It is also a good idea to keep a record of arrival and departure times from each travel destination, including airports and training bases. This is so that you have a good record of events when you file your travel claim upon return. All students for which the U.S. pays travel allowances must file a travel claim within 14 days of return to home country. We will be glad to help you complete this form.
3. It is very important that you keep copies of the vouchers issued each time you receive a living allowance from the Finance Office.

### **Dining Facilities**

Messing facilities are not equipped to provide specific national dishes. While an effort will be made to satisfy cultural dietary needs, your living allowance will not be increased if you do not eat the food served in government messing facilities.

### **Clothing, Uniforms, and Equipment**

See Chapter 2

### **Name Tags**

The wearing of a nametag by a trainee while in training is of significant assistance to all personnel connected with the training. Nametags provide easy identification and ensure proper treatment of trainees. Nametags should indicate the equivalent U.S. grade or rank, name, and country of the individual. These are normally obtained at your first training location.

### **Grooming Standards**

It is advisable to always present a neat, well-groomed appearance. This will reflect pride in yourself and your home country.

The determination of appearance and grooming standards is a U.S. MILDEP prerogative. You are expected to comply with MILDEP regulations.

To ensure operational efficiency and safety, while undergoing U.S. military training, you must comply with the host U.S. MILDEP regulation pertaining to that training.

Noncompliance with MILDEP regulations may subject you to disciplinary action. Situations that cannot be resolved at training installation level will be referred to the MILDEP.

**Training Standards**

Officers attending enlisted courses are expected to participate in the hands-on (or actual doing) part of training, and perform related maintenance and clean-up tasks with other students in the class. Officer status does not entitle the student to special academic privileges. In the classroom or training situation, all students are simply students. The instructor is in charge.

Enlisted students will be afforded the same privileges and details (work assignments) as other U.S. or foreign enlisted students, both in training classroom and quarters. If you live in a dormitory where personnel have to clean up common areas, you will be expected to participate.

**Physical Training**

Trainees will participate in physical training as part of the course program of instruction when successful course completion depends on physical condition. Except for those mandatory requirements, all other trainees will be encouraged to participate in MILDEP physical training programs and tests. Trainee participation in physical training programs or passing such tests will not be considered a requirement for graduation.

**Military Records**

Your military and academic records are maintained at various offices so when you move from one base to another, be sure to complete in/out processing forms. At the completion of training at each base, training materials obtained during your course can be mailed through your facility's post office, usually by the IMSO. These will be forwarded to you by the IMSO when you return home.

## **CHAPTER 7 PRIVILEGES**

### **Identification Cards**

You will be afforded the same privileges as your U.S. counterparts. Upon arrival, an identification card (ID) will be issued to you and it will remain valid during the entire training period. This ID card will identify you when entering U.S. installations and facilities. You are authorized use of all Base Exchange (BX) and commissary facilities, and all other on-base or onpost facilities that are available to U.S. personnel. Please remember that Base Exchange, tax-free privileges are for your personal benefit and you may not re-sell items purchased in the BX to unauthorized persons, especially in the case of alcohol. You will be required to return your ID card upon completion of training at the last training installation. It cannot be used after you complete your training. Authorized accompanying dependents will also be issued ID cards.

### **Commissary and Exchange Privileges**

Commissary, Base Exchange (BX), and other privileges ordinarily available to U.S. military personnel in the U.S. will be extended to trainees of equivalent rank and their authorized accompanying dependents.

Privileges extended to civilian trainees within the US are limited to those authorized for DoD civilian employees on temporary duty (TDY) to military installations overseas.

### **Leave**

The foreign country may authorize leave in the U.S. between the last training installation and the POE for trainees upon completion of training before returning to the home country. Leave should be approved before the trainee departs from his or her home country and authority included on the trainee's ITO, section 12e. Requests for leave upon completion of training, if not authorized on the ITO, must be processed through the appropriate security assistance officer.

A trainee may request leave for short periods to travel in the U.S. This leave may take place between certain courses or phases of instruction (such as nonapplicable phases or classified phases of instruction). The trainee's request for leave may be jointly approved by the commander and CLO, or by the MILDEP with concurrence of the country's representative. This should be in writing.

Except for emergency leave, leave granted trainees would not interfere with, nor prolong, the period of training.

Requests for emergency leave will be submitted directly to the SAO, by priority message, with an information copy to the appropriate MILDEP, Unified Command, and others as appropriate. Requests will reflect the trainee's present course of instruction, graduation date, and scheduled additional training and information necessary to substantiate the request.

### **Holidays**

International students will be given the same holidays as their U.S. counterparts. In addition, they

will be given two national and/or religious holidays **as determined by their country**. No additional holidays will be granted other than these.

### **Access to Base/Post Facilities**

Clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not DoD funding. On some training installations, trainees are authorized membership without charge, while at others a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where trainees can play golf, basketball, football, soccer, volleyball, and softball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

## **CHAPTER 8**

### **U.S. CUSTOMS AND COURTESIES**

#### **General**

While you are a student in the U.S., you will also be an unofficial ambassador for your country. During your stay in the U.S., your actions will speak not only for you, but for your country.

#### **Military Customs**

You will be treated in the same manner as a U.S. officer or enlisted person who has the same rank as you. However, you must remember there will be differences between your customs and the customs of U.S. military personnel. Everyone must use understanding to resolve the differences in customs. Since you will have the same privileges as U.S. military personnel, you will also have the same responsibilities, rules, and regulations of the school you are attending.

You will be expected to follow military courtesies while you are on military bases in the U.S. Proper courtesy and respect must be shown at all times. If you report to a superior officer, you will be expected to do so in the same military manner you would use in your own country. Before you enter any office, you should request an appointment through the secretary or receptionist. It is not considered proper to enter an office without being announced or invited to enter.

The senior officer is always given the position of honor. The U.S. has many women in all services. Women are in the same position and receive the same respect as a man who wears their rank. The word “sir” is always used when an enlisted person speaks to a male officer of higher rank. The word “ma’am” is always used when the senior officer is a woman. The salute is an act of military courtesy. Therefore, if you meet any officer who is senior to you in rank, you must always render the proper salute. The salute is most often used out-of-doors when military people meet or pass each other. The salute may be used indoors when you report to an officer and at ceremonies such as graduations. In the U.S. military, men and women normally do not salute any civilian persons except the President of the U.S.

When the American flag is being raised or lowered, or when the U.S. national anthem is being played, you should stand at attention. If you are in civilian clothes, it is proper to remove your hat.

When you are walking on military bases and in other places of the U.S., there are some special safety rules you must follow. If there are no sidewalks, troop walks, or other special walking areas, you should walk on the left side of the street, facing oncoming traffic. No more than two people should walk side by side on the street. When walking on the street, you must walk on the edge of the road and keep out of the main part of the traffic lane (of course, use the sidewalk if there is one). You should cross streets and roads only at the street corners, the intersections, or at specially marked crosswalks. It is very dangerous to cross streets or a road at any other place. In many parts of the U.S., the police can arrest you if you cross the street in the wrong place.

When crossing a street or road, you should never run from behind any parked vehicle or from



behind any other objects. You should always take your time and look in all directions before crossing any street or road. You must always stop for vehicles, especially those vehicles turning a corner. If you walk at night, you should not walk alone and you should wear light colored clothing.

There are certain places in the U.S. that are “OFF LIMITS” to all military personnel, both from the U.S. and other countries. This means you may **not** go there. During your in processing, you will be informed of these places, if there are any.

You are requested to wear your military uniform during normal duty hours, whether you are in class or on a trip sponsored by your training institution (though civilian clothing will normally be acceptable on weekends and weekday evenings). You must wear your uniform to all military appointments. The uniform of your country makes you distinctive. You should keep it neat and clean and wear it proudly. Your military hat or cap is part of your uniform. You must wear your military hat or cap at all times when you are outdoors. U.S. military personnel do not wear their uniform hats or caps when they are indoors (except military security personnel or other approved activities). You should also remove your hat indoors unless otherwise precluded by your country’s regulations.

All trainees who are officers will be given a badge, which shows their equivalent rank in the U.S. military. This is worn on the right side of the uniform below the nametag. This badge assists all officers from all countries to be aware of the other person’s rank for recognition and saluting purposes.

You may wear civilian clothing during off-duty hours. However, you should use care and be discreet when you wear civilian clothes on any military base in the U.S. Certain buildings on military bases such as dining halls, clubs, gymnasiums, and chapels may have special requirements as to what is considered to be appropriate civilian clothing. Because there are maids in the dormitories, you should be appropriately dressed when you are in the dormitory, especially during duty hours. Therefore, you should always be fully clothed when you are outside of your room. In the U.S., it is considered bad manners to be outside of your room wearing only undergarments and/or outside of your dormitory wearing only night clothes (excluding a fire drill or other evacuation).

International students are not allowed to accept any off-duty employment in the U.S.

### **Social Customs**

Being in the U.S. should consist of more than time spent in a classroom and studying. You should also learn something about the American way of life. You should try to learn as much as possible about the customs and cultures of the American people to make your stay more enjoyable.

When the American flag is being raised or lowered, or when the national anthem is being played, you should stand at attention. If you are in civilian clothes, it is proper to remove your hat.

People in the U.S. can learn much about the world from you. They may ask questions which will

seem peculiar to you. At first, you may have difficulty understanding each other. If you try to make friends with the American people, you can really enter into the American way of life. Only then can you return home with a realistic picture of the U.S.

People who visit the U.S. from other countries often have definite ideas about what Americans are like. Almost any sentence that begins with "All Americans are ..." is certain to be wrong. The things you see in movies, on television or you read about in books are usually only true of some Americans. The U.S. is a mixture of many different kinds of people. Some Americans are very informal and friendly while others are quite formal and very slow to make friends.

It is important that you understand American ways, since you are going to be living and working with people in the U.S. for the next several weeks, maybe months. You should remember if American customs seem strange to you, your customs would seem strange to them.

Do not be surprised if an American does not understand your ways. If you are not sure what is proper in a situation, you should ask an American what the custom is. He or she will be glad to explain the American way to you.

People in the U.S. are from many nations. Americans have the characteristics of people from several different backgrounds and cultures. Most likely, you will meet people in the U.S. who have come from your own country.

U.S. laws are written to guarantee equal opportunity to all people. Race, sex, religion, national backgrounds, or political beliefs do not stop a person from getting a job or holding public office. The U.S. has a "government of the people, by the people and for the people."

The U.S. is not a land of strict social classes. A person can improve by education and hard work. Moving from class to class is not uncommon. Intelligence, energy, and initiative are the only self-imposed limits.

American women have more freedom than those in many countries. They often "shock" foreign visitors by their "outspoken manner." However, they are warm and friendly too. By law, American women are given the same rights as American men. They will also work in the same jobs as American men, with the same authority.

Generally, Americans are religious people. In the U.S., people of different religions associate freely. Americans are interested in learning about the religions of other people. They often invite their friends to attend their church so there will be a better understanding.

Americans are characterized by their spirit of independence and their freedom of action. They are interested in learning about other people, and they are happy to help strangers if they can. Most Americans will do their best to make you feel at home in the U.S.

Most Americans take pride in their property and expect others to show respect for each other's property. In the U.S., it is very important to maintain clean and orderly living quarters whether they are furnished, rented, or owned.

Respect for other people is based on voluntary acceptance of duties and responsibilities. This includes waiting one's turn in a line at a cafeteria or at a ticket office.

Americans are often very informal, but this does not mean there is a complete lack of formality in the U.S. Manners which are acceptable in the U.S. are usually simple, practical ways of doing things with a sincere regard for rules and customs determined by common sense. Informality and simplicity in manners do not mean rudeness and discourtesy. It is just as important to be polite in the U.S. as it is in other countries.

Americans may start to "kid," tease or joke with each other after only a very short acquaintance period. To be teased is a sign of being well liked, and to accept teasing with good humor helps one to get along with strangers.

Some people say Americans have many acquaintances but no real friends. This is not normally true. An acquaintance is a person you have met and who you recognize by sight and name, but whom you do not know very well. A friend is someone with whom you are on intimate terms or someone you like very much. Most people in the U.S. have close friends.

You may hear Americans like flattery and are insincere. Generally, that statement is not true. Americans very often tell each other what they like. However, they do not normally say anything if there is something they do not like.

Some people think Americans are always in a hurry. This is often true, but not always. Americans do not like to waste working hours. Most Americans are very particular about time in their business and in their social appointments. For example, if there is a business appointment at 0900 hours, an American will try to be there exactly at the appointed time. If a person is going to be late for an appointment, it is considered polite to telephone and tell the person you will be late and apologize for being late. If you are going to be more than 30 minutes late, it is prudent to call and request changing the time of the appointment or to reschedule. It is considered very bad manners to be late or not to come at all for a scheduled appointment without notifying the person you were going to see.

Although American women have a lot of freedom, they do prefer to be treated with courtesy and respect at all times. Men open doors and hold them open for women and older people so they may go through first. Men walk on the street side when they are walking with a woman. A man helps a woman to be seated at a table, and the man sits after she is seated. The man helps the woman to his right to be seated by pulling the chair out for her and then pushing the chair in gently as she sits down. However, this is generally not the case when both parties are in uniform at a social gathering. It is polite for men to offer their seats in places such as a bus or train to women and older people, when there are no other seats available.

American women are free to choose who they want to go out with socially. A social engagement between a man and a woman is called a "date." Most American women want to get to know a man fairly well before they will accept a date. American women also will enjoy talking or dancing with many different men, but will usually only agree to go on a date with a man she

knows fairly well. When she is on a date, an American woman will not usually dance with another man or leave the man she is with to spend time with someone else. An American woman who is married will almost never go out with a man without her husband. Asking any married woman for a date is considered bad manners.

You should not talk in theaters, concerts, class, or in church, unless it is absolutely necessary, and then you should speak only in a soft or low voice.

If you are in an area where no ashtrays have been provided, you should not smoke. When visiting a home, you should ask your host or hostess if you may smoke. You should always put your ashes into an ashtray. You should never put ashes in the dishes in which food has been served or on the floor. It is common in the U.S. to have to smoke outside of public buildings, restaurants, transportation systems, etc., as smoking is banned in most public places, especially government buildings and on military bases.

Kindness and thoughtfulness are the basis of all rules of etiquette of good manners. Good manners are always recognized and respected. Therefore, everyone should conduct themselves socially with dignity and with grace. If you act this way, you will find people of both sexes and all ages will like you, respect you, and accept you. Good manners are important in any country.

When leaving a conversational group or after a casual meeting, one says, "Excuse me, I must leave. It was nice seeing you (again)," or "I must get back to work--I'll see you later." If someone says, "I'll be seeing you" or "see you," it is not meant to issue a definite invitation. It is an expression used to mean good-bye for now.

A general rule when you are invited to eat with other people is to eat quietly without any kind of noise. Watch your host or hostess and do as they do. If you are puzzled by some table custom, ask your table companion. If there are a number of knives and forks at your place, use the outside ones first and work inward toward the plate. The shorter knife is for butter, the longer one for meat. The teaspoon or smaller spoon is for tea or coffee, the larger one for soup. Short forks are for salad or dessert.

Answer all invitations promptly by letter or telephone. A verbal invitation can be accepted or declined immediately by saying, "I'll be delighted to come" or "I'm sorry, I can't come, but I appreciate your kind invitation." Do not say merely, "Thank you," and leave your host uncertain you will or will not come.

When leaving a party or a host, one always speaks to the host and/or hostess to express thanks for the invitation. If you had a good time, say so. It is always kind and courteous to write a note to the host or hostess after a visit that was especially enjoyable.

If invited to stay overnight in a friend's house, and the work is done by your hostess, you should offer some form of help, like clearing the table. Participate in the work and play of the family, and say a few appreciative words about the food or the home.

As you become accustomed to the way of life in the U.S., Americans would correspondingly

hope to become more familiar with the customs of your homeland. They have much to gain from your traditions and cultures, and it is up to you to help them learn. This type of cross-cultural exchange is especially beneficial to Americans since many don't travel to other parts of the world.

**Responsibility to the Trainee**

In fulfilling the responsibility of the U.S. to you while undergoing training, it is expected all personnel will afford you traditional American courtesies. Responsibilities include not only the obligation to teach you a particular skill, but also foster friendly relations by a genuine display of hospitality, interest in your welfare, and personal assistance. Beyond this, a basic rule requires that you be treated, so far as possible, like your U.S. counterpart.

## **CHAPTER 9 CONDUCT**

### **Standards of Conduct**

Trainees are required to conduct themselves in a manner that will bring credit to themselves and their country. Standards prescribed for counterpart DoD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to trainees while in training. Military appearance, especially hair grooming, is very important. Trainees will maintain these standards. Failure to do so, or the committing of an act that would bring discredit to themselves or to their country, could result in immediate withdrawal from training and return to the home country.

### **Student and Instructor Relationship**

An instructor in a DoD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all trainees. Any breach of etiquette or protocol will be brought to the attention of the appropriate IMSO. If required, disciplinary action will be taken.

### **Unauthorized Absence**

When a trainee is absent from scheduled activities for more than 24 hours without proper authorization, the trainee will be considered an unauthorized absentee (Absent Without Leave, AWOL). IMSOs will carefully check before making a determination of unauthorized absence to ensure the trainee is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons.

When it is determined a trainee is AWOL, the IMSO will:

1. Advise the MILDEP immediately. The notification will include, but not be limited to, the trainee's name, grade, rank, rate, service number, Worksheet Control Number (WCN), country, fiscal year (FY) of training program, effective date and time of absence, and any information about the events that may have led up to or contributed to the trainee's absence.
2. If applicable, notify the local finance officer who will post AWOL information to the trainee's financial records to preclude unauthorized payments.
3. Notify the food services officer and appropriate base facilities to ensure no unauthorized services are provided.

After a trainee has been AWOL for 5 calendar days, the trainee will no longer be considered under DoD sponsorship. Sponsorship will be terminated as of 2400 hours the day the trainee was determined to be an unauthorized absentee. This will be done by endorsement on the ITO or by publication of administrative orders by the training installation. A detailed written report will be sent to the nearest U.S. immigration authority, with an information copy to the appropriate MILDEP. Until the trainee voluntarily returns to U.S. military control, the training installation has no further responsibility for locating or apprehending the absentee.

If an unauthorized absentee voluntarily returns to U.S. military control, the MILDEP concerned will be notified immediately and asked for disposition instructions. The immigration authorities will also be informed of the trainee's return.

Personal effects of the trainee will be held for 30 days. Personal effects will then be forwarded to the nearest foreign country representative, or disposed of in the same manner as prescribed for deceased trainees.

### **Indebtedness**

The following procedures should be implemented by the IMSO to avoid any indebtedness on your part to the USG or a nonappropriated fund, such as billeting fees:

1. Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure you are immediately notified of delinquent accounts.
2. Discuss procedures for payment of billeting fees or laundry during your in processing to ensure you are aware of how and when payments are to be made.
3. Include a check with the billeting office, as part of your out-processing, to ensure your account has been paid.

Should you obtain any indebtedness, the IMSO or senior representative should meet with you to determine the reason for the indebtedness.

1. If the reason for indebtedness is beyond your control (for example, no financial support provided by your country), the USG/IMSO should notify the supporting MILDEP immediately.
2. If the indebtedness is determined to be within your control, the following actions should be taken:
  - a. You should be counseled. Taking into consideration the amount of debt and the financial support received by yourself, a payment plan to ensure past and future payment requirements are satisfied should be arranged for you.
  - b. If you do not agree to the arrangement, or do not adhere to a payment plan, the matter of indebtedness will be referred to the installation commander.
  - c. The sponsoring MILDEP will be notified if the problem is not resolved after counseling by the installation commander.
  - d. If you depart the training activity before resolving the indebtedness problem, the IMSO at the gaining activity will be notified. The sponsoring MILDEP will be notified if you are to return home. In the latter event, the MILDEP will notify your embassy.

### **Disciplinary Action**

Within prescribed limitations concerning access to and security of classified or protected USG information, trainees will be treated in the same manner as DoD personnel. In this regard, you are subject to pertinent laws of the U.S. concerning the safeguarding of military and other government information affecting the national defense. You will also be expected to comply with U.S. MILDEP administrative regulations governing *access* to and security of such information.

Trainees involved in serious breaches of military discipline or incidents within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution. As more details become available following the initial report, they will be reported through channels, along with recommendations. Incidents such as those below may not appear serious at first, but may develop into situations with international implications.

1. Confrontations between trainees and local authorities.
2. Trainees involved in civil disturbances.
3. Hostile acts between trainees of different nationalities.

When a trainee is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace on or off a military installation, the military authorities will take steps to restore order. Where the offense committed by a trainee does not involve the necessity of restoring order, the military authorities may, depending on the seriousness of the offense, detain the trainee for the protection and safety of the installation. When confinement is appropriate, the trainee will be promptly delivered to civilian authorities unless military confinement is authorized by competent military authority. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.

The punishment of trainees in connection with military offenses committed by them will be the responsibility of the foreign military service of which the trainees are members.

In disciplinary cases, U.S. installation commanders may conduct an investigation through channels, to determine whether the conduct of the trainee warrants a recommendation that he or she be returned to the home country. This action will be coordinated with the appropriate CLO, if assigned. Concurrence of the CLO is desirable but not mandatory and should be addressed in the implementing correspondence or message traffic.

Military authorities will follow the same procedures with respect to breaches of the peace or other incidents involving trainee dependents. However, installation commanders will investigate serious incidents involving trainee dependents to determine whether circumstances warrant a recommendation, through channels, that the trainee and dependents be returned to their home country. In all cases where dependents are involved in breaches of the peace or other incidents involving either civil or military authorities, the cognizant installation commander will have the trainees informed that:

1. They are administratively accountable for the conduct of all dependents.
2. Misconduct may be cause for a recommendation that the trainee and his dependents be returned to their home country.

As a reminder the following is a quick list of disciplinary rules for international students:

1. While in the U.S., you must observe and obey all U.S. military regulations and conduct yourself in a manner, which will bring credit to yourself and your country.
2. Commanders of U.S. training installations strictly enforce regulations governing attendance at training. Tardiness, absence from class, or being AWOL are serious



offenses. Training may be canceled and you may be sent home if you commit these or other acts.

3. Standards which apply to other training students apply to you. Regulations pertaining to duty hours, off-limits, travel limitations, military courtesy, financial responsibility, and military bearing must be obeyed.
4. Although you are not strictly subject to U.S. military law, you do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. You also remain under the jurisdiction of the military authorities from your own country.

### **Reporting of Trainee Problems**

Timely reports on academic deficiencies should be addressed to the appropriate MILDEP. Often, these deficiencies can be corrected by the foreign representative or by programming other training. The objective is to train the trainee at the least expense to the U.S. or country concerned.

Trainees who fail to meet the training standards set for U.S. personnel may be terminated and returned to their home country. When it is apparent a trainee should be withdrawn from training, the appropriate MILDEP will be advised immediately of the full particulars of the case. This will include recommendations on suitability for other training or disposition of the trainee. The trainee will not be relieved for cause without authority from the responsible MILDEP. Pending receipt of this authority, suspension is authorized at the discretion of the installation commander. The MILDEP will advise the SAO, Unified Commander concerned, and the appropriate foreign representative in Washington DC, when authority has been given to terminate the trainee.

The following incidents involving trainees will be reported by priority message to the MILDEP with information copies to the unified command and SAO:

1. Illness requiring hospitalization. Include date of hospitalization, diagnosis, prognosis, and probable date of release. Reports on dependents are not required unless illness affects trainee's training or has political implications.
2. Requirement to reschedule training due to academic deficiency.
3. Accident reports involving trainees or their dependents.
4. Emergency leave or other significant items affecting trainee welfare.
5. Absent without leave (AWOL).
6. Any event involving a trainee that may have international implications. This will include any complaint by a trainee, or behavioral attitude indicated or reported, which reveals the trainee's dissatisfaction with the environment or social acceptance.

## **CHAPTER 10**

### **LEGAL STATUS AND CLAIMS**

#### **Jurisdiction**

Military and civilian trainees and their dependents, while in the U.S., are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity. Questions on the jurisdictional status of trainees or their dependents should be referred to the servicing judge advocate.

#### **Diplomatic Status**

Trainees usually do not have diplomatic immunity. However, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the MILDEP for determination of a trainee's status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents.

#### **Control of Trainees**

Trainees are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place trainees in military confinement. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation, foreign military attachés or commanders stationed in the U.S. have no authority to arrest, retain, or confine members of their forces within the U.S., nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the trainee or other persons, pending arrival of civilian authorities. Such trainees may not be returned to their home country without written approval of the appropriate MILDEP.

#### **Claims Against Trainees**

For information concerning claims arising in the U.S. from the activities of trainees from countries that have ratified the NATO SOFA, see MILDEP regulations and the provisions of NATO agreements. For information concerning claims relating to the activities of trainees in overseas areas, see pertinent command claims directives. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the trainee or his or her government.

#### **Claims Filed By Trainees**

Trainees undergoing training in the U.S. have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under sections 240-243, title 31, U.S. Code (Military Personnel and Civilian Employee's Act of 1964). Their status would be the same as any proper party claimant under MILDEP regulations. Establishing U.S. negligence is a prerequisite to payment of a claim.

#### **Reports**

IMSOs will refer legal questions concerning trainees to the local military legal office. An incident involving trainees that might lead or have led to the exercise of criminal jurisdiction by

State or Federal authorities should be reported immediately in accordance with appropriate MILDEP regulations.

**Political Asylum**

Requests by trainees for political asylum in the U.S., or for temporary refuge, will be treated with urgent and careful attention to the procedures established by DoD Directive 2000.11 and implementing instructions of the MILDEPs.

**Marriage**

A trainee desiring to marry while undergoing training will comply with local U.S. laws and will be encouraged to comply with instructions of his or her government. The IMSO will furnish pertinent information directly to the MILDEP concerned, with information copies to the SAO, on each trainee who plans to marry or who is married while in training.

## **CHAPTER 11 MISCELLANEOUS**

### **Mail**

You may use the international mail service for personal letters and packages. You may not use the U.S. military mail (APO) mail system. Be sure to write to your family and provide mailing address and phone numbers soon after you arrive. The training site address should be included in your student packet.

Please tell your family and friends that certain articles (i.e. meat and unprocessed food products) cannot be sent to the U.S.

### **Off-Duty Employment**

You cannot accept off-duty jobs while you are in the U.S. The primary purpose of this training is for you to learn in order to benefit your country.

### **Shopping in the U.S.**

Some items are expensive, so be a wise shopper. Bargaining about the price of goods is usually not acceptable. Compare prices among the Base Exchanges (BX) and off-base stores.

One caution here -- Shoplifting (taking items from a store without paying for them) is a serious offense. It is always a good idea to use the shopping baskets provided in the stores so that you can put the things you want to buy in plain sight. **Most stores have surveillance cameras that record your movements while you are in the store.**

### **Laundry**

Laundry service is available to you on a cash basis.

### **Religious Services**

Religious services for most faiths are available on base or in the local community.

### **Vehicles**

Many students buy cars in the U.S., but often do not know owner responsibilities. Before registration of a car, the purchase must be authorized on the ITO, section 12h. You are advised to consult the IMSO at the base you are attending training before signing any purchase contract. You must comply with training installation and State regulations for registration and operation of such vehicles. Trainees are required to purchase and maintain public liability and property damage insurance. This insurance will be in the amount required by law in the State in which the vehicle is registered, or in the amount required by the military installation on which the vehicle is registered, whichever is higher. There are varying requirements among the States. Requirements at each training installation must be adhered to. Insurance costs vary, depending upon area and company. However, you should be prepared to pay a substantial amount per year for insurance. Trainees are encouraged to consult U.S. authorities. Trainees from countries that are parties to NATO SOFA, Article IV, or to other international agreements may be entitled to use the civilian or military driver's license issued by their own countries. All international students are

encouraged to obtain international driver's licenses before they depart their countries.

### **Requests for Additional Training While at U.S. Installations**

Training, in addition to that initially scheduled for trainees, must be agreed to by the foreign government, SAO, Unified Commander, and MILDEP.

As a general rule, trainee's requests for additional training is discouraged. Exceptions to this policy may be made in unusual circumstances when such a request is in the best interest of the U.S. and the foreign government. In this event, trainees will be advised additional training should be requested through their own military service, via their military attaché or other official representative, a minimum of 60 days before completion of the current training course.

### **Retainable Instructional Materials (RIM)**

The cost of shipment of Retainable Instructional Material (RIM) is included in the tuition rates for all formal courses based on standard rates set by DoD 7290.3-M, section 71106. RIM will be packaged and appropriately labeled (an inner label with the trainees name and a copy of the ITO) at the training installation before departure for the POE. Material will be shipped to the SAO for delivery to the trainee. RIM will be shipped through the installation mail system. RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the trainee. It will not include articles procured by the trainee for personal use.

Personal items and household goods will not be packed or shipped as RIM. The cost of packing and shipping these items will be borne by the trainee. The trainee also is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

An endorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:

1. Two hundred pounds for all courses the MILDEPs consider to be in the Professional Military Education (PME) category.
2. Fifty pounds for all other courses.

Make a complete list of books/documents in the box and bring it with you on your return. Do not lose this list as you may have the contents of the box replaced by referencing your list.

Trainees wishing to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

### **Graduation, Diplomas, Certificates of Attendance, and Awards**

Upon successful completion of a formal course of instruction, you will be issued a certification or diploma. Diplomas issued to you will be identical to the diplomas issued to U.S. students.

Diplomas for graduation from a U.S. formal course of instruction will be given to you only when you have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether you have achieved the standards set for U.S. military personnel. The determining factor is whether you can accomplish satisfactorily the

objectives for which you were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. In some courses, the number of classified hours of instruction, which are not available to trainees is significant. However, if you successfully complete the portions of the course available to you, based on the grading standards used for U.S. students, a diploma should be issued.

In most cases, certificates of attendance in U.S. formal courses of instruction will be given to you when you do not meet the established training standard but have been diligent and sincere in your training efforts. The reasons for issuance of a certificate of attendance should be fully explained in your academic report.

Special awards, such as school plaques, may be awarded to outstanding trainees, as determined appropriate by the installation commander. Commanders have the authority to establish and authenticate these awards and are encouraged to do so. The military attaché of the country may be invited to the award or graduation ceremony. Other acts of recognition might include special commendation letters, signed appropriately by the installation commander or assistant commander, and special remarks on your academic report.

Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in your personnel and training record.

If you are to be promoted in rank while you are in training, please let the SAO know before you depart or let the school know. It is a tradition in the American military to ensure such an occasion is afforded the proper ceremony.

### **Urinalysis Screening and Drug Abuse**

Trainees are excluded from any mandatory MILDEP urinalysis screening programs. Any indication or evidence of drug abuse may be reported via special-incident reporting procedures.

### **Debriefing**

You will be required to be debriefed upon your return to country. The SAO or his/her representative will perform this. Its purpose is to determine your impressions of the U.S., the quality of training received, and suggestions for improvements that should be made for subsequent trainees. Noteworthy data will be forwarded to the appropriate U.S. military department.

### **Debriefing Questionnaire**

PURPOSE: The purpose of this questionnaire is to obtain student comments and recommendations concerning recent training received in the U.S. The questions should be answered in as much detail as possible to obtain a comprehensive evaluation of the overall training cycle.

STUDENT'S NAME: \_\_\_\_\_

GRADE/RANK: \_\_\_\_\_ SERVICE: \_\_\_\_\_

DUTY ASSIGNMENTS: \_\_\_\_\_

1. Before Receiving Training: \_\_\_\_\_  
Location: \_\_\_\_\_

2. Upon Return: \_\_\_\_\_  
Location: \_\_\_\_\_

3. Current Military Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COURSE(S) ATTENDED:**

1. Prior to departure for training in the U.S., did you receive a thorough briefing on travel arrangements?

2. Did you have any problems in traveling to or from the U.S.?

3. Were you adequately oriented on the habits and customs of the people of the U.S.?

4. What is your evaluation of the training you received? Explain why the training was or was not interesting?

5. Was the training difficult? If so, what was(were) the reason(s)?

6. Should the training you received be provided to other students? If not, why not?

7. Will you use the training received in your next military assignment? If so, in what ways?

8. Did you receive adequate assistance from the school and base personnel? If not, what could have been done to make your attendance at the course more enjoyable?

9. Were you treated with courtesy by the school and base personnel?

10. Did the school arrange any tours or social activities for your participation while in training? List the places you visited as part of the schools activities.

11. Did you have the proper military uniforms required by the school?

12. Did you have the proper type of civilian clothing needed for areas in which you lived? If not, list some items you feel are necessary for those areas.

13. Did you have instructional material sent home from the school, using the authorized weight allowance?

14. Did you encounter any financial or pay problems; were you paid on time and have you received all the pay due to you?

15. Were the allowances provided adequate for your housing and subsistence?

16. Did you have an opportunity to visit or travel while in the U.S., other than trips arranged by the school? List the places.
17. Did the International Military Student Officer assist you enough in settling in and on other administrative and general matters?
18. Were your sleeping quarters adequate; if not, in what areas were they deficient?
19. Did you receive additional help from instructors when you requested; if not, in which areas were there problems?
20. Did you have enough study time and free time for sports and recreation?
21. Did you encounter any discourtesy from U.S. personnel during duty and nonduty hours?
22. Did you room with an American or a foreign student? If with an American, do you feel that it significantly increased your English comprehension level? Give your impressions of your roommate?
23. If you were to return to the U.S. for training at a later date, what would you do differently from what you did during this training tour?
24. What extracurricular activities did you participate in and were they valuable?
25. What did you like the most about the U.S. and your training?
26. What did you like least about the U.S. and your training?
27. Did you experience any problems while in the U.S., other than those mentioned above? If so what were they and how were they solved.
28. Do you have any recommendations, suggestions, or general comments concerning your entire training cycle?
29. Was the total money allotted by your government sufficient to meet all your normal expenses during the course? Be specific.

Additional Comments:

Debriefing accomplished by: